

## DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

*DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.*

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 12 October 2018 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

## MANAGEMENT ECHELON

- POST 39/195** : **DIRECTOR: RISK SERVICES REF NO: 3/2/1/2018/316**  
Chief Directorate: Risk Management
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Risk Management/Internal Auditing/Financial Management/Law (NQF 7). Certified Business Continuity Practitioner as an added advantage. 5 years of experience at middle/senior managerial level in risk management practices, interacting at operational and strategic level. Experience in Business Continuity Management practices. Job related knowledge: Corporate governance issues; Enterprise Risk Management; Public service environment; Public Financial Management Act (PFMA) and National Treasury Regulations; Business Continuity Management practices. Job related skills: Dynamic leadership; Good computer literacy in Microsoft Office suite; Proven project management; Excellent verbal and written communication; Excellent facilitation; Public speaking skills/presentation; Negotiation. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management.
- DUTIES** : Develop and review Risk Management policies, strategies and methodologies. Research on risk management practices or standards. Ensure that the policy and strategy is aligned with best practice. Ensure approval of Risk Management Policy and Strategy. Communicate the Risk Management Policy and Strategy to the officials. Ensure the compliance thereof. Consolidate and updated departmental risk profile. Review the strategic plan, annual performance plan, operational plans, previous audit reports and performance reports to gather background information. Confirm the operational objectives as per the strategic/operational plan. Identify high operational and strategic risks. Assessment of identified risks in terms of impact and likelihood. Identify high-level management initiatives and controls relied upon to manage the identified

risks. High-level assessment of the perceived control effectiveness of management activities and controls identified. Identify potential high-level actions/initiatives required to improve control and management of identified risks. Compile a risk register. Present it to management for sign off. Compile a departmental risk profile and present it at Risk and Compliance Committee. Conduct reviews and present monitoring reports at back office/technical back office and National Joint Strategic Committee meetings on a monthly and quarterly basis. Oversee the effective and efficient risk forums. Appoint risk champions for branches and provinces. Coordinate risk reports for presentation at back office meetings. Coordinate risk management reports for presentation at Risk and Compliance Committee meetings and Audit Committee meetings. Act as secretariat for Risk and Compliance Committee. Implement business continuity programme. Research on Business Continuity Management practices or standards. Develop a Business Continuity Policy and Framework. Develop a Business Continuity Plans. Communicate the policy and framework to the officials. Provide a functional risk management governance structures. Draft calendar/dates for Risk and Compliance Committee meetings. Communicate the dates to the chairperson. Ensure that the dates are included in the departmental calendar. Capture or document decisions by the committee. Ensure that the resolutions are communicated and implemented. Prepare reports for the meeting. Coordinate Risk Management Reports by branches. Compile the risk and compliance management meeting packs.

**APPLICATIONS**

: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

**NOTE**

: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

**OTHER POSTS**

**POST 39/196**

: **DEPUTY DIRECTOR: IT AUDIT REF NO: 3/2/1/2018/319**  
Directorate: Information Technology and Forensic Audit

**SALARY**

: R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: National Diploma/Degree in Information Technology/Information Systems/Financial Information Systems (B Com IT, BSc IT, BSc IS, B Tech IS, ND IT). CISA or CISM/CRSC/CISSP will be an added advantage. 6 years credible and applicable experience (financial management, technical information, technology operations, information technology auditing) of which at least 4 years should be in the information technology/information systems audit field. 3 years of experience at Assistant Director level within the audit environment. Membership of the Information Systems Audit and Control Association is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors; Risk based Information Technology audit methodologies and procedures; IT frameworks such as ITL, COBIT, ISO 27000 and ISO 20000. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving ability; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and control assessment.

**DUTIES**

: Manage the information technology audit resources allocated to this position responsible for performing information technology audits in the national, provincial and regional offices of the business processes allocated to this position to achieve the operational objectives of the directorate on an ongoing basis. Ensure compliance to the directorate's audit methodology and procedures on an ongoing basis. Train and develop staff reporting to this position in audit methodologies and procedures on an ongoing basis. Manage human, logistical and financial resources allocated to this position on an

ongoing basis in line with the Departmental prescripts. Analyse annual DRDLR process risk register for the compilation of the information technology audit plans for the business processes allocated to the position by November annually. Provide inputs to the development of the directorate's 3 year strategic rolling risk based audit plan for approval by the Director by November annually. Develop annual risk based information technology audit plan for the business processes allocated for the position for the Director's approval by November annually. Manage the integration of the sub-directorate's annual risk based information technology audit plan for the business processes allocated to this position to the plans of all other directorates in the chief directorate. Manage the integrity and timelines of the execution of the information technology audit plan projects allocated to this position as defined in the approved information technology audit projects' planning memorandums. Compile the audit planning memorandums of all the information technology audit projects allocated to this position on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile/review all the audit planning and audit execution deliverables of all the information technology audit projects as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile/review the stream reports of all the auditee offices audited of all the information technology audit projects allocated to this position as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandums. Compile the consolidated reports of all auditee offices of all the information technology audit projects allocated to this position in the electronic audit software according to timelines defined in the approved information technology audit projects' planning memorandum. Present the stream reports of all the audit projects allocated to this position to the auditee management and attend the presentation of consolidated reports of all audit projects allocated to this position to auditee senior management according to the timelines defined in the approved information technology audit projects' planning memorandum. Provide input to the compilations of the audit committee reports of all the information technology audit projects allocated to this position according to timelines defined in the approved information technology audit projects' planning memorandums. Report to the Director on the status of the information technology annual audit plan projects allocated to this position on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate's status of the information technology annual audit plan on a monthly basis. Provide input into the preparations of the quarterly progress report to the Audit Committee of the information technology audit annual plan three weeks before the Audit Committee meeting date. Provide input into the implementation of management action plan on all information technology audit reports allocated to this position by reviewing and report to director on status. Perform/project manage the performance of follow-up of audit projects allocated to this position within 1-2 years maximum after issuing of the audit reports as part of the annual audit plan.

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**NOTE** : Coloured, Indian and White males and African and Coloured females and Persons with disabilities are encouraged to apply.

**POST 39/197** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2018/320**

Directorate: Support Service

This is a re-advertisement, applicants who applied previously must reapply.

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : North West (Mmabatho)  
**REQUIREMENTS** : National Diploma in Human Resource Management. (PERSAL certificate and PERSAL Leave Administration certificate will be an added advantage). 3 years' supervisory experience in Human Resource Management Environment. Job related knowledge: Employment Equity Act; Public Service Regulations; Knowledge and experience in pension administration. Job related skills: Computer literacy; Report writing; Communication (verbal and written); Interpersonal Relations: Problem solving. A valid driver's licence.

- DUTIES** : Implement and monitor Human Resources prescripts. Implement HRM resolutions. Keep employees well informed on new development of HR prescripts. Monitor and administer leave (including incapacity leave) as per regulatory framework. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to National Office. Liaise with National Office regarding submitted incapacity applications. Implement DDG's decision and advice/inform the applicant about the outcomes of incapacity applications. Verify over granted leave prior to termination of officials. Check and verify leave gratuity calculations and ensure correctness. Request tax recalculations after payment of leave gratuity. Verify IRP3 before submission to SARS. Conduct workshops/induction on leave. Conduct leave audit. Monitor and administer employee benefits and condition of service. Oversee processing of service terminations timeously. Check and ensure correct completion/submission of pension forms including nomination forms. Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension required. Provide feedback to pension beneficiaries. Provide pension estimations as and when required. Recover all liabilities from pension proceeds. Coordinate/ conduct service benefit workshops. Facilitate and implement employee performance management system. Quality assure EPMS documents before capturing on persal. Ensure that EPMS statistics are updated and submitted weekly. Arrange Directorate Assessment Committee (DAC) meetings and Inform employees (in writing) about outcomes of Directorate Assessment Committee (DAC). Arrange Moderating Committee (MC) and Inform employees (in writing) about outcomes of Moderating Committee (MC). Compile memo for approval of performance rewards. Process performance rewards. Register SCC to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the department. Arrange meetings to discuss dissatisfaction cases. Manage coordination of training and development of employees. Compile database of Personal Development Plans (PDPs). Compile provincial inputs of Workplace Skills Planning (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Provide training statistics. Supervise Personnel Practitioners. Develop PA for subordinates. Manage performance of subordinates. Ensure skills development of subordinates. General supervision of subordinates and management of the unit.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 39/198** : **SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2018/318**  
Directorate: Property Management
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Eastern Cape (Sarah Baartman District)
- REQUIREMENTS** : A Bachelor's Degree/National Diploma in Real Estate, Property Management, Property Portfolio Management/Law. 2 - 3 years experience in state land administration or property management environment. Job related knowledge: Understanding state land administration; Lease management; Understanding of the value-added development of communities; Understanding of the legislation governing state land; Project management: Public service regulations. Job related skills: Financial management; People management; Performance management; Communication; Computer literacy; Conflict resolution; Good skills in map reading, analysis and interpretation. A valid driver's licence. Willingness to travel and work irregular hours.
- DUTIES** : Facilitate and finalise signing of lease and caretakership agreements and quality assure lease and caretaker agreements prepared by subordinates. Provide inputs to submissions compiled by Project Officers. Prepare submissions for his or her lease portfolio. Administer electronic lease management and information systems. Capture beneficiary details on LAW (Land Administration Web). Upload approval documents on

the system. Generate contracts and reports on the system. Conduct verification of state land and payment of utility and other statutory charges on agricultural state land subject to agricultural lease and caretakership agreements. Obtain aerial photographs, general plans, aktex print outs and verify coordinates. Compile inspection reports. Compile list of immovable assets in each municipality for rates payment. Manage and verify moveable and immovable state assets on leased farms. Collate project inventory. Compile and maintain lease and asset registers. Conduct quarterly verification of assets on leased farms. Prepare memoranda for disposal and write off of obsolete or redundant assets. Keep records of contracts and inspection reports. Forward project related documents to registry for safe keeping. Scan and file signed documents. File lease contracts in line with contract filing process as provided in contract management procedure. Attend beneficiary selection and district land allocation committees on advisory basis on property management policies and processes and present projects. Present projects for caretakership/lease and lease terminations.

**APPLICATIONS** : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

**NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 39/199** : **SENIOR PROJECT OFFICER: SMALL BUSINESS DEVELOPMENT FINANCE REF NO: 3/2/1/2018/321**  
Directorate: Rural Enterprise and Industrial Development

**SALARY** : R299 709 per annum (Level 08)  
**CENTRE** : North West (Dr Kenneth Kaunda District)  
**REQUIREMENTS** : A Bachelor's Degree/National Diploma in Business Studies/Development Studies. 2 years' experience. Job related knowledge: Operational planning; Human Resource Management; Financial management; Supply chain management; Rural development techniques; Understanding of business development; Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Communication (Excellent verbal and written communication) Negotiation; Marketing; Networking; Strategic management; Leadership; Project management; Team management; Presentation. A valid driver's licence.

**DUTIES** : Manage small business marketing and trade development. Develop business plans. Identify and implement project within the total value chain for the various commodities. Identify strategic partners for project implementation. Assist beneficiaries to market their products and link them with potential businesses to sell their commodities. Manage small business research and technology development. Conduct research on small business and technology development. Manage small business education and skills training. Identify training needs for enterprise and co-operatives to be supported and appoint training institutions to provide for training. Manage small business development finance. Ensure that projects are implemented with other funding institutions for coordinated implementation and support.

**APPLICATIONS** : Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

**NOTE** : African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

**POST 39/200** : **STATE ACCOUNTANT REF NO: 3/2/1/2018/317**  
Directorate: Programme Management and Administrative Support Services

**SALARY** : R242 475 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree/National Diploma in Financial Accounting of Finance Management. 1 -2 years relevant financial experience. Job related knowledge: Knowledge of and experience in BAS; Financial administration, including legislation relevant to financial accounting, Public Financial Management Act (PFMA), Treasury Regulations; Inputs to financial statements. Job related skills: Computer literacy; Exceptional skills in excel; Written and verbal communication.

**DUTIES**

: Manage commitment register of restitution projects. Update and balance the registers with information from BAS. Review financial reports and follow up on discrepancies with relevant stakeholders. Complete the commitment register age analysis. Ad hoc reconciliation of project expenditure to ensure correctness. Review submissions for declaration of funds, reconcile projects provide supporting information and submit for approval. Submit the register to regional offices for inputs. Review responses from regional offices and follow up on discrepancies. Manage land purchase register on restitution land rights purchases. Update and balance the registers with information from BAS. Update the interest receivable and reconcile with information from BAS. Follow up on outstanding POE for receivable interest. Prepare memorandum and update land purchases registers on amounts written off. Provide allocations to financial accounting on interest received. Compare land transfers with receivable interest to ensure that all interest is accounted for. Assist with audit management. Assist the audit coordinator to gather and submit information on information requested by auditors for all audits done by restitution. Prepare inputs to the interim/annual financial statements. Prepare and submit inputs to the interim and annual financial statements on: Contingent liabilities for restitution projects; Advances paid to conveyancers; Receivables; Land and subsoil; Commitments.

**APPLICATIONS**

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**NOTE**

: African, Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.